

Marin Municipal Water District Is Seeking A General Manager



UNIQUE OPPORTUNITY

This is an exceptional opportunity to lead an established, financially sound and forward thinking public water agency.



**MARIN MUNICIPAL
WATER DISTRICT**

THE DISTRICT

The Marin Municipal Water District (MMWD) received its charter in 1912 as the first municipal water district in California. The District, located just over the Golden Gate Bridge from San Francisco, today supplies a population of 185,000 in the central and southern portions of the County with an average annual usage of 32,000 acre feet of high quality treated water. About 75% of the District's water is surface water from a series of seven reservoirs on the slopes of Mt. Tamalpais and in west Marin. The balance of the District water is imported from the Russian River in Sonoma County. The MMWD's two water treatment plants and one finishing plant produce an average of 29 million gallons per day that are delivered to customers through over 900 miles of pipeline and 99 pumping stations.

MMWD owns and protects over 21,250 acres of watershed that drain into its reservoirs. This land, along with adjacent public and private land represent a diverse natural environment critical to the District's mission. Efforts include assisting visitors to the watershed, monitoring plants and animals, habitat restoration, maintaining roads and trails, controlling erosion, fire prevention and fire protection.

Since the 1980s, MMWD has pioneered the use of recycled water for non-agricultural purposes in northern California. Up to two million gallons a day are recycled and distributed to 250 customers for irrigation and other non-drinking purposes. The District has a long history of innovative and aggressive water conservation programs with a variety of innovative educational programs, on-site water use assessments, tiered water rates and rebates for water saving devices.

The District is governed by a five member Board of Directors who are each elected to four-year terms by voters in five geographic areas. The Board appoints the General Manager and the District Counsel. The Board also appoints a nine member Water Conservation and Monitoring Citizens Advisory Committee to assist the District in developing and implementing water conservation and water use monitoring programs.

THE COMMUNITY

Marin County is a dynamic community of 247,000 well-educated and involved residents. From its tidelands to the top of Mt. Tamalpais, Marin enjoys a high quality of life marked by beautiful beaches, groves of redwoods and oaks, rolling foothills and scenic valleys. The mild year-round Mediterranean climate is highlighted by cool, coastal fog tempering the warm inland temperatures of summer.

Marin County is known for its combination of rural and suburban lifestyles. A recreation destination for the entire Bay Area — the Golden Gate National Recreation Area and Point Reyes National Seashore are just two destinations out of more than

MARIN MUNICIPAL WATER DISTRICT MISSION

It is the purpose of the District to manage sensitively the natural resources with which it is entrusted, to provide customers with reliable, high-quality water at an equitable price, and to ensure the fiscal and environmental vitality of the District for future generations.

140,000 acres of public lands within Marin. The County's active economy includes insurance, movie and video production, agriculture, aquaculture, computer software, communications equipment, printing, tourism, and the manufacture of plastic products and cheese. Marin is also home to the Buck Institute, a world-class institute researching the science of aging.

Marin County children excel in school. Test scores are well above the average. The 19 school districts in Marin range in attendance from 20 to 8,000. There are 74 public schools that include elementary, middle, high school, college, continuing education, alternative education, independent study and charter schools. The Marin Community College has two campuses: Kentfield and Novato. There are several private educational institutions for all age levels, including Dominican University in San Rafael.

THE POSITION

Under administrative direction by the Board, the General Manager is responsible for MMWD's overall operations. This includes, but is not limited to:

- assisting the Board of Directors in the development and implementation of the District's long-term policies and objectives
- carrying out Board-adopted policies and directives
- advising the Board on issues of current concern to the District
- representing the District with customers, local officials, and other governmental agencies
- managing the District budget
- taking steps to maintain and enhance District programs and services
- appointing District employees
- handling labor relations and negotiations
- overseeing human resource policies, risk management and safety programs
- directing/handling District media and public relations

The General Manager leads the District's work force of 240 employees that includes four key direct reports: Assistant General Manager/Environmental & Engineering Division Manager, Facilities & Watershed Manager, Finance Manager, and Human Resources Manager. The Manager also supervises the Public Information Officer and the Information and Technology Supervisor. The General Manager oversees the District's \$54 million FY03-04 operating budget and a \$19 million current year capital budget.

CURRENT ISSUES AND PRIORITIES

Current issues and priorities that the General Manager will need to address include:

Supplemental Water Supply – The District develops additional supply on an as-needed basis under its integrated water resources plan. In 2001, the District determined that demand had exceeded supply and has been working to develop additional demand management and determine the appropriate supplemental water supply. Potential environmental damage and natural limitations preclude building further reservoirs locally and cloud the District's ability to successfully import additional Russian River supply. The District has recently begun work on an environmental impact report (EIR) on a proposed development of a desalinization treatment plant on District owned land on San Francisco Bay in San Rafael. Public review of the draft EIR is expected in the summer of 2004. The General Manager will lead efforts to complete the review and, if determined by the Board, proceed with the project.

Organizational Leadership – MMWD has an excellent staff and enjoys a reputation for quality service from its customers. Maintaining that quality comes in part from the General Manager's leadership toward internal collaborative and participatory practices that emphasize innovation and results.

Human Resources – Following a recent vacancy, the District has appointed an interim Human Resources Manager for the organization. The new General Manager will have the opportunity to fill that position on a regular basis. Enhancing the orientation training and internal service aspects of the office will be a priority.

For further information about the Marin Municipal Water District, see its web site at: www.marinwater.org.

IDEAL CANDIDATE

The ideal candidate will be a visionary leader with significant business management, communication, public relations, and consensus building skills along with extensive energy and the ability to work within the District's values for natural resource protection.

Specific qualifications are as follows:

Education and Experience

The successful candidate will be a seasoned, professional manager, or high-level assistant with demonstrated organizational and financial management abilities. Desirable attributes include knowledge of water issues and experience with desalination water projects. A Bachelor's degree in business, public administration, water resources or related field, or equivalent experience, is expected.

Leadership and Management Style

Someone who will be dedicated to the District's commitment to high quality water, customer service, environmental protection and conservation.

An effective, efficient and decisive manager who respects employees, holds the organization accountable, leads necessary staff development and cultivates high morale.

Competencies and Personal Characteristics

- will maintain and enhance the District's fiscal health; manage District resources wisely
- works effectively in a diverse community with a broad range of personalities
- responsive to customers, the Board, and employees
- decisive; able to say "no" when necessary
- an effective listener and communicator, both orally and in writing
- comfortable in being visible in the community and with other leaders
- a facilitator of consensus and collaboration
- serves impressively as District spokesperson when necessary
- a people person; accessible and approachable
- intelligent, innovative and confident; has fun
- a team builder and mentor; committed to developing District staff to their fullest potential
- calm under pressure; thick skinned; and possesses a good sense of humor
- patient; not easily deterred by criticism or controversy
- diplomatic
- politically aware and sensitive, yet apolitical

COMPENSATION AND BENEFITS

The salary for the General Manager is open and negotiable based on the qualifications of the successful candidate. The District offers an attractive benefit package, including:

PERS Retirement – California Public Employees Retirement System (PERS) 2.7% at 55 plan; District pays 100% of the employee's 7% contribution. The District also participates in Social Security.

Medical, Dental and Vision Insurance – District pays premium for employee and one dependent for coverage provided with any of the health insurance plans authorized under the PERS medical insurance coverage program. District pays premium for employee and family dental insurance, and provides limited reimbursement of vision care expenses not covered in health plan.

Holidays, Vacation and Sick Leave – District observes 11 holidays, and provides generous sick leave, administrative, and vacation leave earning rates with limited carryover provisions.

Long Term Disability Insurance – District provides insurance.

Life Insurance – District provides policy with coverage based on salary to a maximum of \$150,000.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for the position, please submit a resume with current salary and the names of three work-related references directly to:



Kris Kristensen
SHANNON EXECUTIVE SEARCH
241 Lathrop Way
Sacramento, CA 95815
916 / 263-1401
Fax: 916 / 561-7205
Email: resumes@cps.ca.gov
Shannon web site: www.cps.ca.gov/shannon

The final filing date for this position is **Friday, February 27, 2004.**

Following the filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultants in early March. Candidates appearing best suited for the District will be reported to the Board of Directors. The Board will invite approximately 5-7 candidates to participate in an interview in Marin sometime in late March or early April. An offer of appointment is anticipated in April following full reference and background checks, and a final interview.

